



Town of West Boylston
Department of Public Works
35 Worcester Street
West Boylston, MA 01583
508-835-4820

TOWN OF WEST BOYLSTON

REQUEST FOR QUALIFICATIONS ON-CALL PROFESSIONAL ENGINEERING AND ENVIRONMENTAL CONSULTING SERVICES

The Town of West Boylston, through its Board of Selectmen, is seeking On-Call Professional Engineering and Environmental Consulting Services associated with the design and supervision of various public infrastructure projects for a period of up to three (3) years. Such projects include, but may not be limited to, sidewalk and street reconstruction, park and playground rehabilitation, drainage analysis and drainage system design, and sewer main repair and sewer design review.

The firm selected for On-Call Professional Engineering and Environmental Consulting Services will have the opportunity to work with the Town on various public infrastructure projects. Actual work will be awarded at the discretion of the Town, through its Board of Selectmen, or Board of Sewer Commissioners on a project-by-project basis.

It is anticipated that a schedule of rates will be negotiated for the contract, and task orders developed and negotiated for specific projects. The scope of individual assignments may include, but not be limited to surveying and mapping, studies, site testing and investigations, funding source development, planning, utility system evaluation and design, project consultation and management, third-party evaluations, design for renovations and/or repairs, design for new construction, project management, construction supervision or management services, preparation of applications to appear before various Boards and Committees, and representation of the Town before those Boards and Committees.

Scope of Services

1. Review and evaluate public works construction plans and specifications as required, including the preparation and recording of easements.
2. Planning and design of public works construction projects and preparation of construction specifications and budgets as required.
3. Assist the Town in complying with relevant permitting requirements.
4. Assist in the bidding and awarding of construction contracts as required.
5. Provide clerk-of-the-works or full construction management services as required.

6. Conduct environmental site assessments using MA DEP methodologies and protocols.

Minimum Qualifications

1. Seven (7) years of experience in engineering, design, and construction management of various types of public infrastructure improvement projects under on-call contracts.
2. Massachusetts Registered Professional Engineer and Massachusetts Registered Land Surveyor and all other applicable licenses or registrations required to provide the services described in this RFQ.
3. Minimum Professional Liability Insurance of \$1,000,000, Workers Compensation Insurance in accordance with Massachusetts State Law, and General Liability Insurance of at least \$2,000,000.

Comparative Criteria

1. Experience with engineering, design, and supervision of infrastructure projects funded by the Massachusetts Department of Housing and Community Development.
2. Demonstrated knowledge and experience with all applicable requirements of the Massachusetts DEP and MEPA, US EPA, Massachusetts Contingency Plan and other applicable code and regulatory provisions and agencies.
3. In-house land survey services.
4. Have a multi-disciplined staff, geographically accessible and available to be assigned to work expeditiously on numerous concurrent projects in the Town of West Boylston.
5. 5 Familiarity with the preparation of plans and specifications in accordance with Massachusetts Procurement Laws.

Response

Interested firms should send six copies of a letter of interest and documentation of qualifications to Leon A. Gaumond, Jr., Town Administrator, 127 Hartwell Street, Ste. 100, West Boylston, MA, 01583 no later than **12:00 PM on** May 2, 2012. Packages should be clearly marked with the words “**ON-CALL ENGINEERING RFQ**” in the lower left portion of the package. The documentation of qualifications shall include:

1. A complete description, including an organizational chart, of the project team including background data on the proposing firm or entity and a clear description of its experience in the planning and design of public infrastructure projects in Massachusetts, and the Northeast. If the proposing firm will utilize subconsultants, list all subconsultants and a description of how the management and coordination of the subconsultants will be accomplished.
2. Resumes of key staff who will be assigned to work with the Town of West Boylston, on an as-needed basis.

3. Examples of projects completed for On-Call Engineering contracts by the project team over the last five years. Descriptions should include an overview of the project, project cost, and staff members responsible for the project.
4. Examples of similar projects completed for agencies, departments, municipalities or other entities that best describes the firm's ability to provide the services requested herein.
5. A minimum of three project references for the design and construction of public facilities for a municipality, including contact person, title, phone number, and other relevant data.
6. A minimum of three project references for conducting environmental site investigations/site assessments.
7. A statement that the firm possesses the insurance noted in the qualification section.
8. Interested parties must provide a fee schedule for engineering, surveying, and environmental consulting services.

The Town of West Boylston is an Affirmative Action/Equal Opportunity Employer and proposals from qualified minority and women owned business firms are encouraged. EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance programs may apply if EPA funds are used. The Town of West Boylston reserves the right to reject all proposals, waive technicalities, and to make awards deemed to be in the best interest of the Town. The Town reserves the right to seek Professional Engineering Services from a different engineering firm than the one selected here if it is determined that an engineering need is beyond the scope and capabilities of the selected firm.